



UNITED STATES DISTRICT COURT District of New Mexico

Honorable William P. Johnson, Chief Judge
Mitchell R. Elfers, Clerk of Court

Office of the Clerk

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Telephone: 505-348-2000

NOTICE OF JOB OPPORTUNITY

Vacancy Announcement #: 21-LC/CS-2

ANNOUNCEMENT DATE: December 17, 2021

CLOSING DATE: Open Until Filled
Preference given to applications received by December 31

POSITION: Court Interpreter, Spanish (Full-time)

STARTING LEVEL/SALARY: JSP 12 to JSP 14
\$77,488 to \$108,885
Depending on qualifications and prior federal court experience

LOCATION: Las Cruces, New Mexico

POSITION OVERVIEW

The District of New Mexico is seeking a qualified individual for a full-time Spanish Court Interpreter position in Las Cruces. Court Interpreters provide interpretation and translation services for Spanish-speaking defendants, witnesses, sureties, and family members in judicial proceedings. Court Interpreters report directly to the Supervisory Court Interpreter.

Successful candidates must be federally certified by the Administrative Office of the US Courts for Spanish/English proceedings. Incumbents should possess superior interpreting skills in simultaneous, consecutive and sight modes.

DUTIES AND RESPONSIBILITIES

- ◆ Provide simultaneous and consecutive interpretation, and sight translation services for in-court proceedings. This includes telephone interpreting through the Court's Telephone Interpreting Program (TIP).
- ◆ Provide interpretation and translation services for out-of-court proceedings for the United States Probation and Pretrial Services Office and attorney-client conferences, and language support for the Court and the Clerk's Office.
- ◆ Translate documents and correspondence to and from the Court.
- ◆ Maintain functional knowledge of the proper use and routine maintenance of the court's built-in and portable interpreting equipment and TIP equipment.

- ◆ Perform administrative duties on a rotating basis such as scheduling and procuring contract interpreters.
- ◆ Maintain daily statistics of court interpreter events.
- ◆ Perform other related duties as assigned.

MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS

To be appointed to this position, incumbent **must be federally certified by the Administrative Office of the US Courts for Spanish/English proceedings** and have a minimum of two years specialized court interpreter experience.

Specialized Experience

Specialized experience is defined as experience that has provided the interpreter with the knowledge, skills and abilities to accurately and idiomatically render a message from the source language into the target language without any additions, omissions or other misleading factors that in any way alter the intended meaning of the message from the source language speaker in a courtroom or legal environment. Extensive knowledge of legal, technical, and colloquial vocabulary in English and Spanish is required.

To qualify for placement at the target grade of JSP 14, incumbent must have a minimum of three (3) years specialized experience in a federal court.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- ◆ Applicant must know how to work with people from a wide variety of backgrounds, cultures and socioeconomic levels.
- ◆ Ability to comprehend a very wide range of linguistic concepts and meanings based on the context of the words used.
- ◆ Broad knowledge and understanding of legal concepts and court procedures.
- ◆ Clear and well-modulated voice projection when providing interpretation services in court.
- ◆ Stamina needed for simultaneous interpreting in lengthy proceedings which can be mentally challenging and demanding.
- ◆ Ability to perform interpreter services in a formal courtroom environment where professional decorum is required.

COURT PREFERRED QUALIFICATIONS

- ◆ Prior Federal courtroom experience is preferred, as is membership in a professional court interpreter association.
- ◆ Ability to interpret using video remote platforms such as Zoom.
- ◆ Candidates should possess strong organizational and people skills; good judgment, tact

and initiative; and the ability to express oneself clearly and concisely, both orally and in writing. Candidates should have the ability to work harmoniously with others in a team-based organization.

CONDITIONS OF EMPLOYMENT

- ◆ Employees must be United States Citizens or eligible to work in the United States.
- ◆ Employees of the United States District Court are Excepted Service appointments; Excepted Service appointments are “at will” and can be terminated with or without cause by the court.
- ◆ Employees are required to adhere to a Code of Ethics and Conduct.
- ◆ Applicants are subject to skills assessment. Selectees are subject to an FBI fingerprint check or investigation and may be subject to periodic updates. An individual may be hired provisionally pending successful completion of the necessary records checks.
- ◆ The court provides reasonable accommodations to applicants with disabilities.
- ◆ This position is subject to EFT (direct deposit of salary earnings).

BENEFITS

A generous benefits package is available, including

- ◆ A minimum of 11 paid holidays
- ◆ Paid annual leave in the amount of 13 – 26 days per year, depending on length of service
- ◆ Paid sick leave in the amount of 13 days per year
- ◆ Paid parental leave (up to 12 weeks)
- ◆ Optional participation in Federal Employees Health Benefits plans, including dental and vision insurance; Federal Employees Group Life Insurance; Flexible Benefits Program; Long-Term Care Insurance
- ◆ Retirement benefits (FERS)
- ◆ Thrift Savings Plan (TSP)
- ◆ Credit for prior government service

APPLICATION INFORMATION

Qualified applicants must submit a **cover letter, résumé with three references** and an **AO-78 *** (*Federal Judicial Branch Application for Employment*) by email to usdcjobs@nmd.uscourts.gov.

PLEASE INCLUDE “COURT INTERPRETER, LC” IN THE SUBJECT LINE

*The AO-78 can be downloaded at <http://www.nmd.uscourts.gov/employment>

Applications **must** be submitted as **ONE PDF** attachment.

Illegible or incomplete applications may result in loss of consideration for the position. ZIP files and links to file sharing services (e.g., DropBox, OneDrive) will not be accepted. PDF size is limited to 10 MB. Documents that cannot be downloaded by the court cannot be considered.

Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected for an interview will be contacted. Due to the ongoing COVID-19 pandemic, initial interviews may be conducted remotely via videoconference (Zoom). For subsequent or in-person interviews, candidates must travel at their own expense. The U.S. District Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may select a candidate from the original qualified applicant pool.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER